

Texas LibPAS Reports FAQ and Tips

Note:

You CANNOT alter any data, not yours and not anyone else's, while using/creating the reports. Feel free to experiment! TSLAC staff can help you create a report, or we can create one for you. Don't be afraid to ask!

If you have suggestions for improvements or changes to how the reports work or are laid out, please let us know. We WILL pass that along to the vendor.

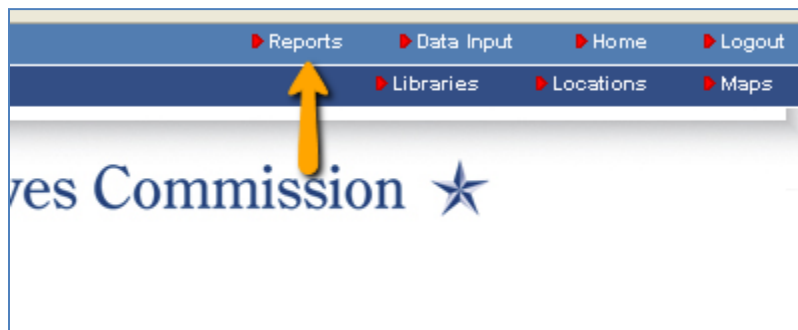
Contact information is at the bottom of the FAQ.

Login

Log into your Texas LibPAS account as you would to complete the annual report. If you don't have your user name and password, please contact Valicia Greenwood or me via email.

URL for Texas LibPAS is <http://tx.countingopinions.com>

Once you've logged in, click on the Reports link at the right-hand top of the page.



Report Folders and Creating a Report

Once on the Reports page, there are a couple of folders to choose from. The default is TX. That has 2 additional tabs, Demo Report and Merge Documents. The Demo Reports are the ones created as examples for you. The Merge Documents tab contains your library's 2011 and 2012 Snapshot Reports. In the Local folder there are 3 tabs; Report, Report Templates, and Published Reports. When you create reports, the default is to save it in the Report folder. The folders will have a darker blue background to let you know where you are.

Custom Reports Add Report Add Folder		
Local TX		
Report Report Templates Published Reports		
Report Name	Description	C
Trend Report-Local Library Service Report- Revised from template 2012-11-08	Example of Trend report for Library Service	Texas Pu Annual Re
Graph/PI Overlay report-Square footage and Library Visits- Revised from template 2012-11-08	Example of a graph PI overlay report- square footage with...	Texas Pu Annual Re
PI Report(data element)-Books in Print- Revised from	Example of a PI Report for Books in	Texas Pu

You create your own reports by clicking on Add Report. You can also add more folders to the report page by clicking on Add Folder.

Published Reports (see below) are available to share with anyone, using the associated URL.

Local	TX
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Report	Report Templates	Published Reports	+
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Add

<input type="checkbox"/>	Report Name	Report Type	Collection	Description
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Add

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Report Templates and Publishing Reports

The TSLAC staff may put templates out for the libraries. Those are saved in Report Templates. Currently, there are five templates available for your use. You can also save reports that you want to run on a regular basis as a template. To make changes to the template, you will have to save it as new report. You can tell it's a template because the background in Report Settings is blue.

Report SettingsOptionsOption SettingsFormat

Report Settings

CollectionTexas Public Libraries Annual Report

Period2012

Report NameStaffing Data

DescriptionFTE's, Salary statewide summary for reporting member and non-member libraries

TitleStaffing Data

Report TypeTable

RunSave as New Report

Locations	Filters
Locations	
Data Elements (Indicators)	Value
Texas Public Libraries Annual Report	
Texas Annual Report	
<input checked="" type="checkbox"/> Population of the Legal Service Area	7,987

You can publish reports and put the link to them on your library's website, by clicking Publish Report in an existing (or when creating a new) report as a published report.

Report SettingsOptionsOption SettingsFormat

Report Settings

Texas Public Libraries Annual Report

Period2011Start Period2006

Report NameTrend Report-Local Library Service Report- Revised from t

DescriptionExample of Trend report for Library Service

TitleLibrary Services Report

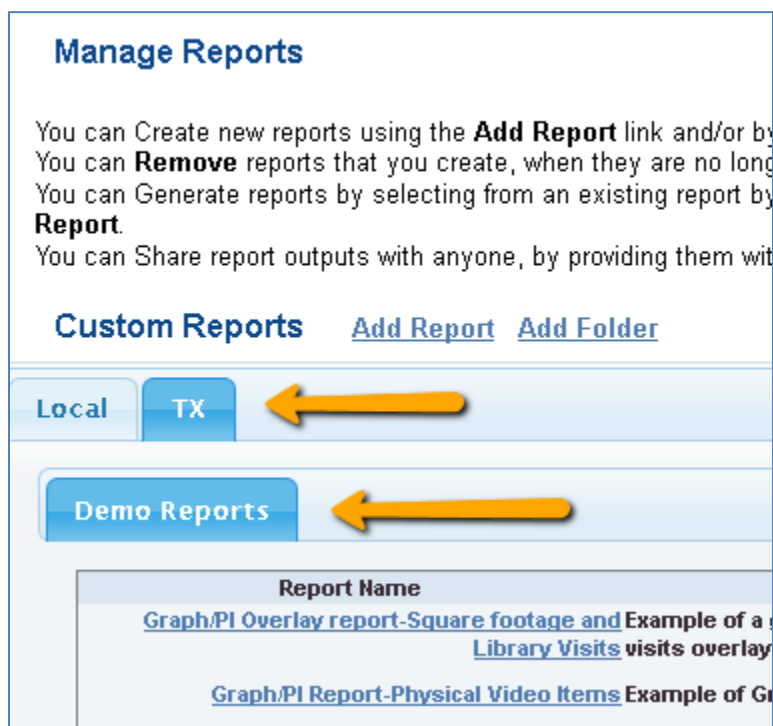
Report TypeTrendReport FolderReport

RunSaveSave as New ReportPublish Report

Locations	Filters
Locations	
Indicators	Value
Texas Public Libraries Annual Report	

Demo Reports

To use the reports that are used in the webinar, click on the TX folder from Reports. It will turn from light blue to darker blue when you click on it. The folder is Demo Reports. These are like templates; if you want to make changes, save as a new report (see the template instructions)



Report Options

For almost all reports, you will want to choose Texas Public Libraries Annual Report when creating a report. You will also see a Texas Outlet Data option. That is branch data and even for those libraries that have branches, it has few data elements. The default when a blank report comes up is ---Select---

Report Settings	Options	Option Settings	Format
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Report Settings

Collection	Texas Public Libraries Annual Report
Period	2012
Report Name	Staffing Data- Revised from template 2013-10-23
Description	FTE's, Salary statewide summary for reporting member and non
Title	Staffing Data

The default period is the latest data, 2012, but you can choose back to 2006. Keep in mind that nothing is set in stone with these reports. You can change pretty much anything, at any time. In the above example, it has it as Staffing Data report. Even if you accidentally save it that way, you can go back in and change the Report Name, change/add the title, change the period, change the data collection to the Texas Outlet Data, etc. The report can also be moved to other folders.

Other Options

Even if you choose a data element to include in a report, it can be excluded by unchecking it. That way, you can still filter using it, but not see it in your report. Examples are Member/Non-Member, Library Name, County, Region (formally regional library system), Street City. A checked data element, such as Books in Print shown below, will show up in the report results.

Section 1: General Information	
<input type="checkbox"/>	1.1 Library Name
<input type="checkbox"/>	1.8 Street City
<input type="checkbox"/>	1.2 County
<input type="checkbox"/>	1.27 Region
Section 6: Library Collection	
<input checked="" type="checkbox"/>	6.1 Books in Print - Titles
<input checked="" type="checkbox"/>	6.2 Books in Print - Items

After each change you make, be sure to click SAVE. If you don't, after you run the report, it will go back to your previous saved settings.

Sorting the Report

The blue arrows available in some reports can be changed by clicking on them to sort from largest to smallest or from smallest to largest in the report.

<u>Texas Public Libraries Annual Report</u>		
Texas Annual Report		
<input type="checkbox"/>	<u>Population of the Legal Service Area</u>	↑ 6
<input type="checkbox"/>	<u>Member</u>	↑
Section 1: General Information		
<input type="checkbox"/>	<u>1.1 Library Name</u>	↑
<input type="checkbox"/>	<u>1.2 County</u>	↑
<input type="checkbox"/>	<u>1.8 Street City</u>	↑
<input type="checkbox"/>	<u>1.27 Region</u>	↑
Section 6: Library Collection		
<input checked="" type="checkbox"/>	<u>6.8 Video - Physical Materials - Items</u>	↓ 8
Group -- All groups --		

Glossary of Terms

Collection – This will be either the Texas Public Libraries Annual Report, which is the main library data that you input each year, or the Texas Outlet Data. This is the branch data that is input by those libraries with branches each year. You have to run reports separately for these collections.

Group – This is how the annual report is broken down. It is each section of the annual report. There are more groups available than on the annual report. These are output measures that may be helpful.

Location – This refers to a service location. This will show up in each of the reports and is a default setting. You can filter by location. If you are using the Texas Public Libraries Annual Report, then the locations are the main library branches. However, if you are using the Texas Outlet Data, then the locations expand to include all library branches.

Period – This is the local fiscal year of the data. The most current is local fiscal year 2012. The oldest data available in Texas LibPAS is local fiscal year 2006.

PI – This is the Performance Indicator. TSLAC staff refer to it as the data element. Basically, it is a question in the annual report.

Region – Formerly these were the Texas Regional Library Systems.

Text PIs – In the Library Trend and Ranking Reports, this is an option. These are the questions like Director Name, Address, email address, etc. You normally will not include those in your reports.

Contact Information

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Phone: 800-252-9386 – toll free in Texas – Just ask for us!